

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
EDUCATION, ETHOS & STANDARDS COMMITTEE
MINUTES OF MEETING
WEDNESDAY 6TH February 2019 AT 6.45PM**

PRESENT:

Clive Petry (CP)	Chair
Mike Edey (ME)	
Kathy English (KE)	
Josie Gaynord (JG)	
Nick Haycraft (NH)	
Rebecca Hawes (RH)	
Sophie Jenkins (SJ)	
Nicola Parsons (NP)	
Anna Reeder (AR)	Headteacher

IN ATTENDANCE:

Stuart Hales (SH)	Clerk
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Action Log

Item	Agenda Item	Action
2.	SH to include JG as attendee at meeting on 14.11.18	SH
12.	Art & Design Policy was not approved and would be taken to the next EE&S committee meeting on 19.06.19 for approval	AR
12.	Online Safety for Pupils, Staff, Volunteers and Governors Policy was approved on condition that minor amendments are included	AR
12.	EYFS Policy was approved on condition that the schools EYFS policy be included as an appendix	AR

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1.	<p>The chair opened the meeting with a prayer and welcomed everyone to the meeting.</p> <p>APOLOGIES FOR ABSENCE Apologies were received and accepted from Andrew Everitt and Clare Wilson.</p>	
2.	<p>MINUTES OF PREVIOUS MEETING ON 14.11.18</p> <p>MATTERS ARISING</p> <p>JG advised that she had not been included in the list of attendees for the meeting. SH then advised that he would include her name before uploading the approved minutes onto GovernorHub.</p> <p>Action: SH to include JG as attendee at meeting on 14.11.18</p> <p>Item 2.0 – AR advised that details of interventions for every child eligible for pupil premium were now in place, which was updated half-termly.</p> <p>Item 8.0 – It was agreed that safeguarding had been discussed at the LGB meeting on 29.11.18.</p> <p>Item 8.0 – AR distributed a two-page document at the meeting to explain what ‘Early Help’ was, for governor’s information.</p> <p>Item 8.0 – With reference to how the school manages safeguarding for external clubs, AR advised that all clubs are required to forward their safeguarding policy to Judith Manwaring for approval and safekeeping.</p>	SH

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	The minutes of the meeting held on 14th November 2018 were agreed to be a true reflection of the meeting and were signed by the Chair.	
3.	DECLARATIONS OF AOB There were no declarations of Any Other Business.	
4.	DECLARATION OF INTEREST There were no declarations of pecuniary interest by members of the committee in respect of any item on the agenda.	
5.	CORRESPONDENCE There was no correspondence tabled at the meeting.	
6.	UPDATE ON VISIONS & VALUES A separate document titled 'Good Practice' was distributed prior to the meeting. KE advised that the church-appointed governors had met and come up with a possible revised vision statement. The proposed statement as such should be inclusive for children from all ethnic backgrounds. A governor suggested that the statement would fit in well with the new Ofsted framework.	
7.	ETHOS: SAFEGUARDING AR advised that the school was now using CPOMS, an electronic recording system to allow staff to log safeguarding issues, bullying concerns and parental communications, and staff had been very positive towards it. A governor queried if teachers are allowed full access to the system or is it layered to maintain privacy? AR advised that logs are automatically sent to the three DSLs (NH, James Fraser and herself). Other staff are only copied in if DSL share the information. DSLs have layered log on with an authenticator code via an app for security. A governor queried if CPOMS was compliant with GDPR legislation? AR advised it was. A governor queried if a sharable summary report could be generated, including the number of pupils and number of incidents by category? AR suggested that it was possible to do this on a termly basis.	
8.	SEND UPDATE A separate document titled 'Report to Governors on Special Educational Needs and Disability (SEND) – Wednesday 6 th February 2019' was distributed prior to the meeting and NH proceeded to go through it in detail. It is becoming more difficult for schools to progress Early Help Assessments (EHA) and ECHPs. Although receipt of applications are acknowledged, dates of panel review meetings are not forwarded to the school which creates difficulties when discussing progress with parents. The review team at the local authority has shrunk resulting in delays processing applications. AR advised that she had sent home correspondence in the newsletter to ask parents to write to the local MP regarding funding issues. NH advised that Louise Walters, a specialist Link teacher from the local authority, would visit in the next two weeks. The school is proactive at identifying areas of need and Tina Eales continues to lead many successful interventions across the school. AR advised that during Mental Health Week, children in Year 2 will have a changed timetable in the afternoons to allow for a carousel of activities such as nurture time and circle groups.	

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	<p>A governor queried if there were any other areas of concern with pupils that would not fall under SEND? NH advised that during pupil progress meetings staff will discuss those children, some of whom require high levels of social and emotional support.</p> <p>A governor queried if the school knew why some children had high levels of anxiety? NH advised that it was becoming more common and SJ added that in Year 1, some children are receiving counselling. It was suggested that it might be linked to higher expectations now being placed on children.</p> <p>A governor queried if the number of pupils with SEMH needs in year 2 was equal for each class and if not, could the classes be reorganised to allow for a more even distribution of them as they moved into Year 3? NH advised that needs were slightly higher in one class. AR then added that the SEMH support worker from DEMAT had visited and had suggested practical, realistic advice which had had a positive impact.</p> <p>NH advised that from comparing data with 2017-18, there are fewer children who are more than one year below expected standards and they are now able to remain in class learning with a smaller differentiation to their cohort. The school is using pupil asset, which he felt gave a more detailed analysis of pupils' progress and attainment.</p> <p>A governor queried how many children have transferred to other schools compared to 2017-18? NH advised approx. 6 children.</p> <p>AR advised that there is now a newly appointed family support worker within the cluster, based at Impington Village College</p> <p>A governor queried how many families from the school are offered support? AR advised 6 presently and NH added that some families choose not to engage with the worker.</p> <p>NP queried if there was an update on the SEND Parent Forum? NH advised that there is now a Co-ordinator in place. NP advised that she had met with NH at the end of the autumn term and it had been a useful meeting.</p>	
9.	<p>SCHOOL DEVELOPMENT PLAN (MATHS & ENGLISH)</p> <p>Two documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • School Self-Evaluation 2018-19 Final • School Effectiveness Officer Note of Visit (EYFS) – 29.01.19 <p>SDP 2018-2019 – A separate document was distributed prior to the meeting. A governor queried the use of figures and percentages to track progress within the document? AR advised that schools do not use grades to mark lesson observations anymore, but now triangulate progress seen in lessons along with the work in books and pupil voice.</p> <p>Mid-Year Summary of Actions for Maths – A separate document was distributed prior to the meeting. AR advised that the school had introduced Bar Modelling into maths lessons and RH gave an example of how children could use it. RH advised that for some children it gave a visual representation of a problem. SJ added that in Year 1, Bar Modelling is used in conjunction with Cuisenaire Rods to reinforce number bonds.</p> <p>AR advised that a book scrutiny had been completed at the end of the autumn term and staff had been reminded of the resources available for lessons.</p>	

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	<p>AR then advised that the school had brought Times Tables Rockstars, an online platform to increase confidence with times tables. This will benefit children in preparation for the new national Multiplication Tables Check starting in the summer term 2020. She added that 'silent teaching' had also been used and described it for governors' information.</p> <p>Evaluation/Next Steps for School to Complete (English) - A separate document was distributed prior to the meeting. AR advised that boys continue to underperform in writing. During the INSET day at the start of the spring term staff had looked at different ways of increasing boys' engagement with new units of work being written by every year group.</p> <p>AR then read out a report from Paul Hazlehurst (English lead) advising of the focus of the INSET day, leaning walks, TAs would be allocated in three-week blocks and there would be opportunities for children to edit their work and share it in a celebration assembly.</p> <p>AR advised that in KS2 staff are looking at alternatives to homework and spelling tests. Also that the school would look at how to develop the outside learning space further into an area of learning.</p> <p>A governor queried if children will be participating in the Radio 2 500 words competition? AR advised that the school used to participate in this as termly homework but stopped due to parental feedback. She added that children will be given free writing opportunities instead.</p>	
10.	<p>ANNUAL REVIEW OF COLLECTIVE WORSHIP</p> <p>KE suggested that this could be a focus of the Governor Visit Day on Friday 15 March 2019? There will be a class assembly for parents that day.</p> <p>AR advised that the planning material for collective worship is mainly taken from the Blackburn diocese online service.</p> <p>A governor queried if there is a minimal expectation for Collective Worship for a CofE school? KE advised it had to be fundamentally Christian and linked to visions and values.</p> <p>AR advised that the school is planning a class-based bible reading session once per month instead of key stage Collective Worship on the days where we are introducing parent reading sessions and hoped that the frequency of this could increase in time.</p> <p>JG queried if the school still included 'Thought for the Day'? AR advised it didn't - JG then described that it allowed children an opportunity to colour pictures that might address some of the current anxiety issues in pupils?</p> <p>AR advised that some children feel intimidated by being in the hall and the school might consider different styles of assembly throughout the week.</p>	
11.	<p>SPORTS PREMIUM EXPENDITURE</p> <p>A separate document titled 'Sports Premium Funding Breakdown 2017-18' was distributed prior to the meeting. RH as PE lead proceeded to go through the document in detail.</p> <p>The school had organised the Golden Mile, where children could complete laps of the field during playtimes (tallied by year 5 children) to encourage them to take exercise - unfortunately interest in the activity had since waned. However the school encourages all children to take part in some form of exercise every day and that a running club is being set up by a small group of parents on Fridays. She added that part of the funding this year will be spent on replacing old and broken equipment. All year groups will have the opportunity to go to a sporting event and the school had participated in football, netball and cross-county competitions for year 5/6 children.</p>	

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	<p>A governor queried how would the school measure the impact of the funding? RH advised that the school would report on the pupil numbers in both school and external clubs, continue to engage with those children who would normally choose not to participate in sports and apply for the National Games Mark.</p> <p>It was confirmed that the development of active playtimes would be through Play Pals (by Year 5) and Playleaders (by Year 6).</p> <p>A governor queried the large expenditure within Key Indicator 3? RH advised of the financial difference between using teachers and coaches. Qualified sports teachers would have greater experience of the assessment tools to be completed at the end of each unit of work. Teachers would also be 'linked' with coaches, to allow them to see different ways of teaching PE.</p> <p>A governor queried if governors should investigate grants with an aim to covering the school pool? AR advised of a successful bid to DEMAT for the pool to be re-vamped including toilets and that long-term Elite Swimming Academy had proposals to cover it.</p> <p>A governor queried if children had swimming lessons at school? RH advised yes, but only for a short time in the summer term.</p>	
12.	<p>POLICIES</p> <p>Art & Design – The policy was distributed prior to the meeting. A governor suggested that the wording was repetitious and could be simplified? Action: Art & Design Policy was not approved and would be taken to the next EE&S committee meeting on 19.06.19 for approval</p> <p>Design & Technology – The policy was distributed prior to the meeting. Action: Design & Technology Policy was unanimously approved by governors</p> <p>Marking & Feedback – The policy was distributed prior to the meeting. A governor queried staff views on the policy? SJ advised it has been in place since the start of the spring term and gave examples of children now being more independent when editing their work. Action: Marking & Feedback Policy was unanimously approved by governors</p> <p>Online Safety for Pupil, Staff, Volunteers and Governors (DEMAT) April 18:v1– The policy was distributed prior to the meeting. A governor queried what was the acronym COO refer to under point 3 on page 3? Governors agreed it stood for Chief Operating Officer. A governor queried the use of USB sticks from point 9 on page 8? AR advised that they used to be allowed in school but due to GDPR, staff could no longer use them. A governor queried that from point 3.1 on page 3, how would the school monitor the policy? A governor queried if children still sign a separate child friendly version of the policy and if they have access to the internet whilst at school? AR advised that there is a separate policy for pupils to sign and they do have controlled access to the internet. Action: Online Safety for Pupils, Staff, Volunteers and Governors Policy was approved on condition that minor amendments are included</p> <p>EYFS (DEMAT) Nov 18:v1 – The policy was distributed prior to the meeting. A governor queried the wording under point 3 on page 3 and suggested that the statement was too generic? It was suggested that the schools EYFS policy could be attached as an appendix?</p>	<p style="text-align: center;">AR</p> <p style="text-align: center;">AR</p>

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	<p>A governor queried that from point 5 on page 7 the school does not have a nursery? AR advised that the school operates with a two-form reception with a limit of 30 children in each. Action: EYFS Policy was approved on condition that the schools EYFS policy be included as an appendix</p> <p>Sex & Relationships Education (DEMAT) Nov 18:v1 – The policy was distributed prior to the meeting. AR advised that legislation will cause the renaming of this policy to Relationships and Sex Education with a greater focus on relationships. She then read out an email from Owen Rhodes which she felt contradicted itself regarding that legislation and the name revision. A governor queried if a family can withdraw their child from RSE lessons? AR advised that they have the option to and RH invited these families into school to look at the resources and an overview of the curriculum. Action: Sex & Relationships Education Policy was unanimously approved by governors</p>	<p>AR</p>
<p>13.</p>	<p>OFSTED TRAINING – OWEN RHODES, SCHOOL IMPROVEMENT DIRECTOR, DEMAT A separate document titled ‘Ofsted Update – 25.01.19’ was distributed prior to the meeting. AR advised that Mr Rhodes is an Ofsted inspector and that there would be a staff training session looking at our curriculum offer ‘Why we do what we do’ in the summer term. A document titled ‘2019 Ofsted Inspection Framework – Staff Handout’ was distributed at the meeting and AR briefly went through it advising that it would come into effect in September 2019 and inspections would now focus on the quality of teaching and not on mid-term progress data. A governor queried how the LGB can prepare for an inspection? AR advised that governors need to have a clear understanding of the strengths and weaknesses of the school and the actions we are taking to develop the school further.</p> <p>A governor advised that a ‘Cheat Sheet’ was provided to governors prior to the last Ofsted inspection. AR advised that DEMAT would complete an ‘Ofsted Ready Check’ during the summer term.</p>	
<p>14.</p>	<p>ANY OTHER BUSINESS GovernorHub - A governor queried that he couldn’t access the supporting papers for the meeting on GovernorHub? It was suggested that it might be due to permission issues.</p>	
<p>15.</p>	<p>CLOSE (including dates of next meetings)</p> <ul style="list-style-type: none"> • Business & Personnel – Wednesday 6th March, at 6.45pm • LGB – Wednesday 24th April, at 6.45pm • LGB (inc. training) – Wednesday 9th May, at 6.45pm • Business & Personnel – Wednesday 5 June, at 6.45pm • Education, Ethos & Standards – Wednesday 19 June at 6.45pm • LGB – Wednesday 10 July at 6.45pm 	

The meeting closed at 8.20pm

Signed:..... Date:.....